

MILPERSMAN 1306-1714

AVAILABILITY PROCESSING - DATA ITEM DESCRIPTIONS AND DEFINITIONS

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1. **Policy**. This article provides detailed descriptions and definitions of all availability report data items.

2. **Definition and Description of Data Items**. The following data items will be utilized when submitting availability reports. The word availability has been shortened to **avail** for the purposes of this article and should be used in its shortened form when submitting messages if identified as such below. Data items 1 through 9 are mandatory on all avail reports. Data elements are as follows:

a. **ITEM 1. Social Security Number (SSN)**.

Example: SSN: 111 11 1111.

b. **ITEM 2. Name (last, first, middle)**.

Example: NAME: DOE, John Hopkins.

c. **ITEM 3. Unit Identification Code (UIC)**. Five position element. Ensure the UIC matches the activity name to which the individual will be attached while awaiting the transfer directive. Example: UIC: 03135.

d. **ITEM 4. Availability Rate (AVAIL RATE)**. In reporting school graduates, indicate the rate obtained by successful completion of the course, e.g., a seaman (SN) in Class "A" Personnelman course will be reported as a PNSN even though this striker identification has not actually been assigned at the time the report is submitted. This also applies to personnel attending conversion courses and personnel authorized to be advanced to the next higher rate. **Do not** include special program indicators such as "NF" for nuclear field personnel or special designators, such as "SS". Example: RATE: PNSN.

e. **ITEM 5. Expected Navy Enlisted Classification Code (ENEC)**. Enter additional Navy Enlisted Classification (NEC)

qualification, including NEC recommended by Enlisted Classification Unit or NEC to be earned as a result of course completion. If none, enter "0000." For school graduates who receive designation upon graduation (and will no longer be assigned a Defense Group or conversion NEC) enter four zeros. Example: ENEC: 0000 or ENEC: 9585.

f. **ITEM 6. Availability Source Code (ASC).** Three position numeric element. Enter the three position numeric code for the Personnel Support Detachment (PERSUPP DET) corresponding to the avail UIC. Precede the PERSUPP DET number with zeros, if required, to submit three numbers. Example: P12 would be submitted as 012. P1 would be submitted as 001. If the avail UIC is not represented by a PERSUPP DET, leave blank.

g. **ITEM 7. Availability Date (AVAIL DATE).** The date the individual will be available for transfer to a new duty station. In the case of assignment to limited duty (LIMDU), the avail date will be the date of the medical board, block 15 of NAVMED 6100/1 (Rev. 10-83), Abbreviated Medical Evaluation Board Report (AMEBR) Cover Sheet. In the case of personnel found fit for full duty, the avail date will be the date in block 25 of NAVMED 6100/1.

h. **ITEM 8. Class of availability (CL AVAIL).**
Example: CL AVAIL: LD.

i. **ITEM 9. Activity Name (ACT NAME).** The activity to which the individual will be attached while awaiting the transfer directive. Use short title for activity, not to exceed 16 positions. Ensure the short title matches the UIC specified in item 3. Example: ACT NAME: NAVSTA NORVA OTH.

j. **ITEM 10. Military Spouse.** List pertinent information as follows:

(a) No spouse or spouse is not ACTIVE DUTY military, leave blank.

(b) NAVY ENLISTED spouse, enter E plus spouse's SSN.

(c) NAVY OFFICER spouse, enter O plus spouse's SSN.

(d) OTHER SERVICE spouse, enter E or O plus branch of service; USA, USMC, USAF, or USCG.

(e) Example: MILITARY SPOUSE: OUSMC or MILITARY SPOUSE: E123-45-6789.

k. **ITEM 11. Branch and Class of Service (BR/CL).** Enter appropriate code. Example: BR/CL: 11.

Code	Abbr	Description
11	USN	Regular Navy
15	USN-NAT	Insular Force (Guam or Philippines)
23	USN-S	Inductee
25	USN-MI	Medical Inductee
32	USNR-R	Naval Reserve (Ready)
68	USNFR-F6	Fleet Reserve (from USN)
78	USNFR-F6	Fleet Reserve (from USNR)
90	USN-RET	Retired Regular Navy
96	USNR-RET	Retired Naval Reserve

1. **ITEM 12. Primary Dependency Code (DEPN).** Enter appropriate code. Example: DEPN: 2 or DEPN: B.

Code	Description
0	No primary dependents
1	Spouse, no children
2	Spouse and one dependent child
3	Spouse and two dependent children
4	Spouse and three dependent children
5	Spouse and four dependent children
6	Spouse and five dependent children
7	Spouse and six dependent children
8	Spouse and seven dependent children
9	Spouse and eight or more dependent children
A	One dependent child (no spouse)
B	Two dependent children (no spouse)
C	Three dependent children (no spouse)
D	Four dependent children (no spouse)
E	Five dependent children (no spouse)
F	Six dependent children (no spouse)
G	Seven dependent children (no spouse)
H	Eight or more dependent children (no spouse)
K	Married with military spouse
S	Military spouse and one dependent child
T	Military spouse and two dependent children
U	Military spouse and three dependent children
V	Military spouse and four dependent children
W	Military spouse and five dependent children
X	Military spouse and six dependent children
Y	Military spouse and seven dependent children
Z	Military spouse and eight or more dependent children

m. **ITEM 13. Citizenship Code (CITZ).** Enter the Department of Defense (DOD) code from the following descriptions.
Example: CITZ: CA.

Code	Description
CA	U.S. citizen by birth
CB	U.S. citizen by naturalization (Derivative)
CC	U.S. citizen by birth (Derivative)
CD	U.S. citizen by naturalization
AY	U.S. national
NY	An alien
ZZ	Citizenship unknown

n. **ITEM 14. Security Code (CLEAR).** Enter the code which indicates the results of security investigation.
Example: CLEAR: G.

Code	Description
Blank	None/Unknown
D	Entrance National Agency Check (ENT-NAC) favorably completed or evaluated as satisfactory for clearance purposes.
E	Background Investigation (BI) favorably completed or evaluated as satisfactory for clearance purposes.
G	National Agency Check (NAC) favorably completed or evaluated as satisfactory for clearance purposes.
S	Special Background Investigation (SBI) favorably completed or evaluated as satisfactory for clearance purposes.

o. **ITEM 15. Sex.** Indicate "F" for female and "M" for male.
Example: SEX: F.

p. **ITEM 16. Limited Duty (LIMDU) Code.** Enter appropriate code. Example LIMDU: 1.

Code	Description
Blank	None/Unknown.
1	Foreign National Restriction prescribed by Navy Personnel Command (NAVPERSCOM).
2	Disqualified for flying or submarine duty.
3	Disqualified for combatant vessels, flying, and submarine duty.
4	Disqualified for combatant vessels, flying, submarine duty, and auxiliary vessels.
5	Disqualified for all combatant vessels, flying, submarine duty, auxiliary vessels, and foreign shore duty.
6	Disqualified for assignment to last assigned area.
7	Disqualified for assignment to any duty involving exposure to radiation.
8	Classified as conscientious objector.
9	Sole surviving son.
W	Twice/thrice wounded in action.
T	Temporarily disqualified for combatant vessels, flying, submarine, and auxiliary vessel duty, but qualified for U.S. and foreign shore duty.
M	Disqualified for duty in certain types of units, activities, or geographical locations, miscellaneous reasons, but qualified for all other duties afloat or ashore.
V	Restricted from serving in designated hostile fire zones.

q. **ITEM 17: Enlisted Designator Code (DESIG).** Enter appropriate code. Example: DESIG: 1.

Code	Description
Blank	Not qualified for any designation.
1	(SS) Designated as "Submarine Qualified" USN or USNR.
2	(SU) Designated as Submarine School graduate USN or USNR.
3	(DV) Qualified diver.
4	(PJ) Qualified as parachutist.
5	(SQ) Designated as "Submarine Qualified" USN or USNR but not to be assigned to submarine duty without prior approval of NAVPERSCOM.
6	(NAC) Designated as "Naval Aircrewman."
7	(SG) Designated as "Submarine Qualified" but not in submarine source rating.
8	(SP) Designated "Previously Assigned in Submarines" not to be reassigned to submarine duty without prior approval of NAVPERSCOM.
9	(AP) Qualified as aviation pilot.
A	(AW) Designated as "Enlisted Aviation Warfare Specialist" (EAWS).
S	(SW) Designated as "Enlisted Surface Warfare Specialist" (ESWS).

r. **ITEM 18: New Expiration of Active Obligated Service (EAOS).** Provide member's new EAOS, if applicable, or advise the detailee if the member will OBLISERV for orders. This must be included in Class X and Y avail reports.
Example: NEW EAOS: 1099 or OBLISERV: 36 MOS.

s. **ITEM 19: Active Duty Service Date (ADSD).** Compute and enter the 2-position month and 2-position year from which total active duty service may be computed. Example: ADSD: 1277 (indicates ADSD of December 1977).

t. **ITEM 20: Navy Enlisted Classification Code (NEC).** Enter the primary and secondary NECs even if they are 0000/0000.
Example: NEC: 3502/0000.

u. **ITEM 21: Additional Remarks/Information.** It is essential that this section of the avail report be used to the fullest extent. Commands submitting avail reports can rarely provide too much additional information in the report. The information submitted in this section is used by NAVPERSCOM in making the correct determination concerning the assignment of personnel being made available. As such, it is incumbent upon submitting commands to provide all information pertinent to the individual being made available. The following items should be included in availabilities as applicable:

(a) **Not qualified for assignment to overseas duty or new construction (NQ OSEA or NQ NCON).** This must be included in all avail reports when applicable. Example: NQ NCON or NQ OSEA/NQ NCON.

(b) **Last permanent duty station/account category code (LPDS/ACC).** This **must** be included in all Class "X" and "Y" avail reports. Enter the name and month/year member detached from last permanent duty station or duty under instruction. Enter 2-position month and 2-position year. If accounting category code at last duty station/duty under instruction has changed to a temporary duty status, i.e., 342 changed to 320, enter month and year that member transferred from DUINS status. Example: Date TRF 1087. (Indicates TRF date of Oct 87.)

(c) **New expiration of active obligated service (EAOS).** This **must** be included in all Class "X" avail reports. Example: NEW EAOS: 1099.

(d) **Present location of household goods and dependents (HHG/DEPN).** Locality and homeport codes are available online

through your command career counselor at
<https://www.bupersaccess.navy.mil/login.asp>.

Example: HHG/DEPN: FNO.

(e) **Duty preferences.** Submit member's duty preferences in coded form using codes available online through your command career counselor at <https://www.bupersaccess.navy.mil/login.asp> and any other information or remarks which are pertinent.

(f) **For AT, AD, AO, AE, and AM ratings.** State whether the member is a volunteer (VOL) or non-volunteer (NON-VOL) for flying duties.

(1) If volunteer, indicate whether the member is physically qualified (PHY QUAL), or not physically qualified (NON-PHY QUAL) for duty involving flying as an aircrewman.

(2) If no facilities exist for conducting a flight physical examination or if time limitations preclude a flight physical examination prior to submission of the avail report, indicate (NO PHY EXAM).

(3) For volunteers, if security clearance eligibility is unknown, initiate a request for NAC or BI as necessary to grant a secret clearance.

(4) All "A" School identified non-swimmers, indicate (NONSWIM).

(g) **For MS rating.** If considered to have the potential, or is qualified for assignment to duty in the public quarters of a Flag Officer, or in a Flag Mess, so indicate. Example: RECMD FOR ASSIGN TO PQ/FLAG MESS. VOL/NON-VOL (as appropriate).

(h) **For survivors.** Indicate the activity name and UIC of the U.S. Navy ship that sunk or was involved in a disaster that required the crew to abandon ship.

(i) **Choices for non-designated SN, FN, and AN personnel.**

Avail reports submitted to NAVPERSCOM, Personnel Readiness Section (PERS-4013C), for non-designated SN, FN, and AN personnel will contain a minimum of three choices for homeport (must be a fleet concentration area), a minimum of three choices for hull type or platform, and three choices for overseas duty in the remarks section. Command career counselors via <https://www.bupersaccess.navy.mil/login.asp> should assist in obtaining location of homeports and activity codes.